



# LOS ANGELES COUNTY

## WIA YOUTH PROGRAM

### INFORMATIONAL BULLETIN

NUMBER: YTH-03-14

SUBJECT: L.A. YOUTH AT WORK

DATE: 07/24/03

EFFECTIVE DATE: IMMEDIATELY

PAGE 1 OF 2

### \* FOR YOUR IMMEDIATE ATTENTION \*

This bulletin is to inform you that Supervisor Knabe in a recent motion requested that the Department of Community and Senior Services (CSS) "become familiar with LA Youth at Work (LAYAW) and explore all the resources it has to offer young people, ages 16 through 24, in securing employment opportunities". To comply with this request a meeting has been scheduled with staff from LAYAW, CSS, and all the youth providers to share information on the resources available through LAYAW. The meeting will be held on:

Date: Wednesday, August 5, 2003

Time: 10:00 a.m.

Place: Board Room - First Floor  
3175 West Sixth Street  
Los Angeles CA 90020

#### Background Information:

LAYAW came into existence ten years ago as a project of the LA Chamber of Commerce to mitigate the impact created by the decline of federal funds and the impact it created on youth programs. LAYAW initiated a program where the focus is on:

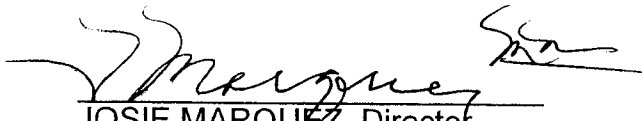
1. Providing Youth (16-24) with employment readiness skills to enable them to obtain and retain meaningful employment.
2. Encouraging businesses to invest in the community by hiring and creating jobs for young people.
3. Serving as a nexus between the youth and private business sector.
4. Assisting youth providers with capacity building.

Through the years, LAYAW developed a solid collaboration with the LA City Community Development Department (CDC), Mayor's Office, LAUSD and numerous private businesses. LAYAW currently receives most of its funding from LA City and from private resources. Because of this funding, LAYAW is limited to serving only youth from LA City. However, LAYAW is willing to expand its current service area using private resource funds and include the County WIB areas to the extent possible.

**LAYAW will serve LA County youth regardless of family income**, however, they require that each youth who receive their services, attend one of their Job Skills Workshops first. These workshops are held throughout the year at a variety of locations such as public libraries, local high schools and community agencies. Human Resource professionals and other professional volunteers conduct these workshops. Each workshop is between 3 to 4 hours long during which the youth will receive instructions on interviewing techniques, resume writing, business dress, workplace ethics and job retention.

At the completion of the training each participant will be issued a (completion) card that readily identifies the youth for the employer as having been prescreened, properly matched with the job and ready for employment.

We look forward to your attendance and if you have any questions or need further information please call Walter Bogaardt at (213) 738-4003.



JOSIE MARQUEZ, Director  
Employment and Training



# LOS ANGELES COUNTY

## WIA YOUTH PROGRAM

### INFORMATIONAL BULLETIN

**NUMBER: YTH-03-14**  
**Erratum No. 1**

**SUBJECT: L.A. YOUTH AT WORK**

**DATE: 07/24/03**

**EFFECTIVE DATE: IMMEDIATELY**

**PAGE 1 OF 2**

### **\* FOR YOUR IMMEDIATE ATTENTION \***

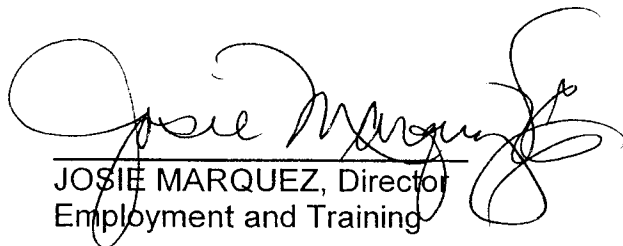
This is a correction to the recently mailed Youth Bulletin # YTH-03-14. The weekday noted on the Bulletin was incorrect. The correct Day and Date for the meeting with LA Youth At Work are:

**Date: Tuesday, August 5, 2003**

**Time: 10:00 a.m.**

**Place: 3175 West Sixth Street, Room 105**  
**Los Angeles, CA 90020**

If you have any questions please feel free to contact Walter Bogaardt at (213) 738-4003.



**JOSIE MARQUEZ, Director**  
**Employment and Training**